



**TELEPHONE SERVICE ORDER FORM**  
For questions call Telecommunications Dept. at 215-625-6099

**SECTION ONE**

CONVENTION NAME:
GROUP NAME:
CONTACT NAME: <span style="float:right">DATE:</span>
ADDRESS:
CITY, STATE, ZIP:
PHONE #: <span style="float:right">EXTENSION:</span>
SIGNATURE:

**IMPORTANT:**  
Please include method of payment. Checks should be made payable to the Philadelphia Marriott and included with this order form.  
**MAIL TO:**  
Telecommunications Dept.  
Philadelphia Marriott  
1201 Market Street  
Philadelphia, PA 19107  
**FAX TO:**  
215-625-6138

**SECTION TWO**

MasterCard   Visa   Amex   Check #
Credit Card #: <span style="float:right">Exp date: / /</span>
Cardholder's Name (Print)
Authorized Signature

**Type of line/Restriction Terminology**

HP = House Phone  
DL = Dedicated Line Installation (Bell Atlantic)  
DID = Direct Inward Dial / Dial "9" first  
SK = Speaker Phone  
LO = Local Only  
LLD = Local and Long Distance  
LC = Local and Credit Card  
CCO = Credit Card Only

**SECTION THREE**

LOCATION	TYPE OF LINE*	DATE INSTALLED	TIME INSTALLED	DATE REMOVED	TIME REMOVED	CLASS OF SERVICE**	Technician Use Only
							EXT.

**Additional Information:**

**TERMS**

- \*Orders requiring extensive installation may be subject to additional cost for added supplies.
- \*Phone orders must be received 1 week prior to installation or will be subject to an additional \$50 fee per order.
- \*Cancellations made within 72 hours of install will be charged 100% of the intended charges.
- \*All calls are billed at guest room rates and are subject to 55% service charge plus 7% tax.

**PRICE LIST**

TYPE OF LINE & DESCRIPTION	STANDARD RATE	RATE DETAILS
<b>House Phone Installation--</b> No access outside the hotel	\$90	Flat rate +tax
<b>DID Line (Direct Inward Dial) in Conference Room or Salon</b> Incoming calls bypass the hotel operator. Dial "9" to call outside the hotel. Appropriate for voice, fax, and computer modem.	\$90	Per day / per line + calls + tax
<b>DID Line (Direct Inward Dial) in EXHIBIT HALL , Guest Room or Suite</b> Incoming calls bypass the hotel switchboard. Dial "9" to call outside the hotel. Appropriate for voice, fax, and computer modem.	\$125	Per day / per line + calls + tax
<b>Speaker Phone Rentals</b> Conference Calls	\$100	Per day + tax
<b>Dedicated Line from Bell Atlantic – Crystal Tea Room</b> Incoming and outgoing calls not routed through hotel switchboard. Additional lines need to be ordered through Verizon.	\$250	Per day + tax
<b>Programming (Software) Changes- Per room</b> Call forward, call pickup groups, hunt groups, voicemail, etc.)	\$200	Flat rate + tax
<b>Wiring (Hardware) Changes--</b> cat 4, cat 5, RJ45 jacks, etc.	Call Telecommunications to inquire	
<b>For additional enhanced services ( i.e. multi-line phones/digital service, etc.)</b>	Call Telecommunications to inquire	

**COMMUNICATION TECHNICIAN USE ONLY**

EVENT MANAGER:	NEXTEL:	EXTENSION
FOLIO/PMS # :	FLOOR PLAN ATTACHED?	AVEO #: